

4745

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

12/19/05

Revised

TITLE: UTILITIES ELECTRIC METER SHOP ASSISTANT

DEFINITION

Under general supervision, to perform skilled clerical and routine entry level electrical work in the electric meter shop; to provide support services for technicians working in the field; and to related work as required.

REPORTS TO: Utilities Senior Electric Meter Shop Technician

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Senior Electric Meter Shop Technician.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the routine testing, cleaning, calibrating, repairing, and maintaining of single-phase and poly-phase electric residential or small commercial use meters in the electric meter shop.
- Maintain records of meters tested and repaired.
- Program Time of Use meters prior to installation by field technicians.
- Maintain inventory levels of all materials in the meter shop including stationary supplies, meters, current and potential transformers, and all other supplies necessary for the operation of the meter department. Inventory control includes regular periodic inventory counting, inventory database input and maintenance, and material ordering.
- Assemble and wire transformer rated meter panels.
- Prepare and program voltage and current recording instruments prior to installation by field technicians; download recorded data and generate reports after technicians bring recorders in from the field.
- Coordinate with purchasing and engineering departments in conducting in-shop measurement and analysis of underground cable samples sent by cable manufacturers prior to shipment of cable reels.
- Receive and periodically test current and potential transformers.
- Perform data entry and maintenance on meter database; provide reports and fulfill requests for data and/or reports for other departments.
- Receive and log paperwork related to electric meters brought in from the field by crews or meter technicians.
- Perform general clerical duties required to operate the office including answering phones, processing mail, filing, typing, and duplicating.

QUALIFICATIONS

Knowledge of:

- Operation of an electric meter shop.

- Meter types and classes, and meter testing practices.
- Potential and current transformer types as well as testing principles.
- Basic electrical theory.
- Wiring practices to facilitate wiring of meter panels brought in from the field.
- Computer operation and related software programs.

Ability to:

- Learn approved methods, materials, and tools used in the testing, cleaning, calibrating, repairing, and maintaining of electric meters and related apparatus.
- Learn occupational hazards and necessary work-related safety precautions.
- Understand and carry out oral and written instructions.
- Use and care for tools and testing equipment; use good finger dexterity and eyesight enabling one to work with delicate instruments and distinguish colors.
- Operate a personal computer and related software programs.
- Work overtime as required.

Education and Experience:

Education: Equivalent to completion of the twelfth grade.

Experience: One year of electric utility experience involving the starting and stopping of electric services, collection of delinquent accounts, and/or other related general clerical experience in an electric utility.

OR

Completion of courses in electronics or electrical theory from an accredited college.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Electric Meter Shop Assistant

TO: Utilities Electric Meter Apprentice